



DCMA

Customer Oriented Reports (COR) Using Cubes

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Course Topics

Note: Links will **only** work in PowerPoint's slide show view.

Module One Using Cubes

Lesson One

About Cubes

- Topic One [Parts of a Cube](#)
- Topic Two [About the Dimensions Toolbar](#)
- Topic Three [About the Dimensions Folders](#)
- Topic Four [About the Cube View](#)
- Topic Five [About the Toolbar](#)

Lesson Two

Using Cubes

- Topic One [Using the Dimensions Toolbar](#)
- Topic Two [Using Dimensions Folders](#)
- Topic Three [Using the Cube View](#)

Lesson Three

Using the Cubes Toolbar

- Topic One [Toolbar Overview](#)
- Topic Two [Viewing Chart Options](#)
- Topic Three [Swapping Columns and Rows](#)
- Topic Four [Zero Suppression](#)
- Topic Five [Drill-Through Report](#)
- Topic Six [Sharing Cube Data](#)

At the end of this training you should be able to:

- Filter, expand, collapse, and nest data so that you can see specific groups, time frames, contract information, or contractor information
- Drill down or go down a level to see details in the data
- Drill up or go up a level to see trends in data
- Create charts and use options to illustrate trends in data for use in reports
- Export data and share bookmarks with others so that they can use the information you prepared
- Drill through the data to see it in Microsoft Excel, where you can manipulate it using Excel tools

Module

Using Cubes

Module Lessons

- Lesson One About Cubes
- Lesson Two Using Cubes
- Lesson Three Using the Cubes Toolbar

Lesson One

About Cubes

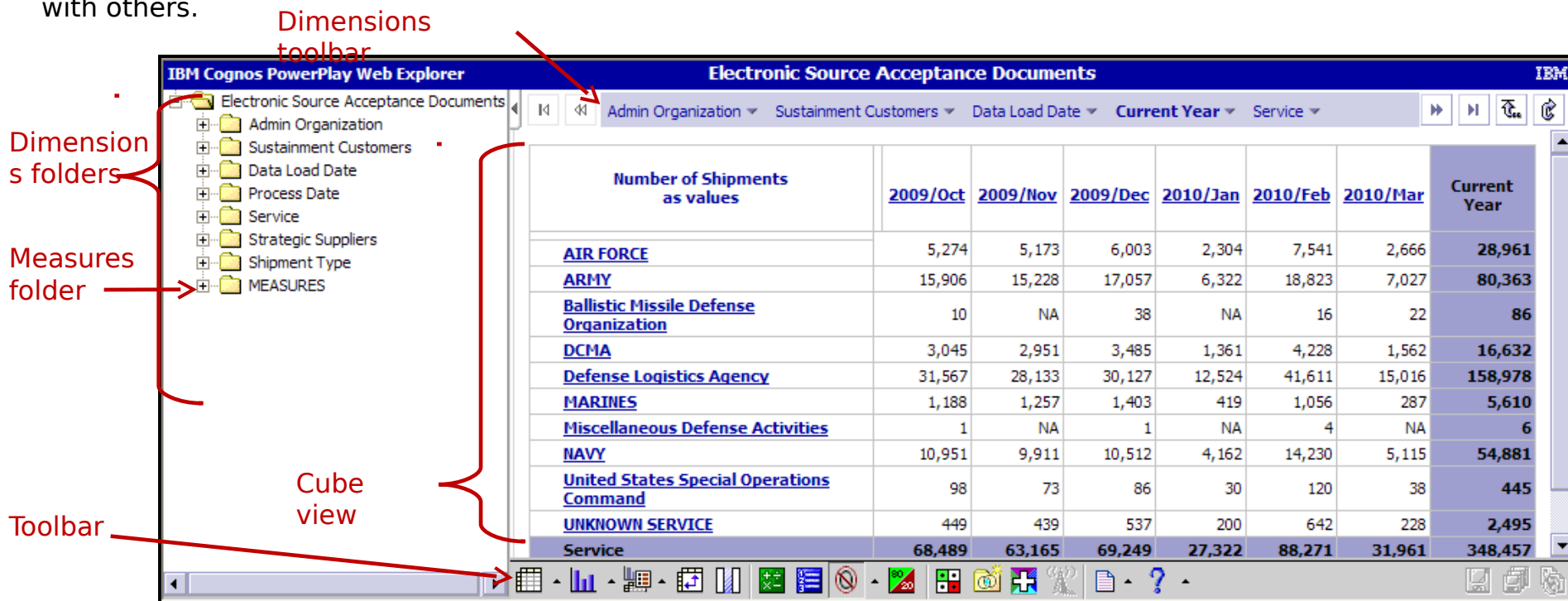
Lesson One Topics

- Topic One Parts of a Cube
- Topic Two About the Dimensions Toolbar
- Topic Three About the Dimensions Folders
- Topic Four About the Cube View
- Topic Five About the Toolbar
- Topic Six About Context Menus

Parts of a Cube

When you select a cube, the page displays the cube. A cube has the following parts: a *cube view*, a *dimensions toolbar*, *dimensions folders*, a *measures folder*, and a *toolbar* (Graphic 1.1.1.1). These features help you manipulate how the data are displayed.

The remaining topics in this lesson describe these features briefly. Lesson Two describes using the dimensions toolbar and the cube view. Lesson Three describes the features in the toolbar, including how to share cube data with others.



Dimensions toolbar

Dimension s folders

Measures folder

Cube view

Toolbar

Number of Shipments as values	2009/Oct	2009/Nov	2009/Dec	2010/Jan	2010/Feb	2010/Mar	Current Year
AIR FORCE	5,274	5,173	6,003	2,304	7,541	2,666	28,961
ARMY	15,906	15,228	17,057	6,322	18,823	7,027	80,363
Ballistic Missile Defense Organization	10	NA	38	NA	16	22	86
DCMA	3,045	2,951	3,485	1,361	4,228	1,562	16,632
Defense Logistics Agency	31,567	28,133	30,127	12,524	41,611	15,016	158,978
MARINES	1,188	1,257	1,403	419	1,056	287	5,610
Miscellaneous Defense Activities	1	NA	1	NA	4	NA	6
NAVY	10,951	9,911	10,512	4,162	14,230	5,115	54,881
United States Special Operations Command	98	73	86	30	120	38	445
UNKNOWN SERVICE	449	439	537	200	642	228	2,495
Service	68,489	63,165	69,249	27,322	88,271	31,961	348,457

Graphic 1.1.1.1: Cube Components

About the Dimensions Toolbar

The dimensions toolbar is located at the top of the cube view. Dimensions that appear in bold text are displayed in the cube view. In Graphic 1.1.2.1, **Number of Shipments** is selected and appears in the cube view. You can change the dimension by clicking the drop-down arrow to the right of the desired dimension and selecting from the menu that appears.

Dimensions toolbar

IBM Cognos PowerPlay Web Explorer

Electronic Source Acceptance Documents

Process Date Service Strategic Suppliers Shipment Type **Number of Shipments**

MEASURES

- Number of Shipments
- Target Electronic Percent
- Number of Electronic Shipments
- Percent of Electronic Shipments
- Percent of WAWF Shipments
- Number of Paper Shipments

	2004/May	2004/Jun	2004/Jul	2004/Aug	2004/Sep	2004/Oct	2004/Nov	2004/Dec	2005/Jan	2005/Feb
AIR FORCE	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
ARMY	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ballistic Missile Defense Organization	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
DCA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
DCMA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
DCP	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Defense Commissary Agency	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Defense Logistics Agency	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Defense Threat Reduction Agency	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

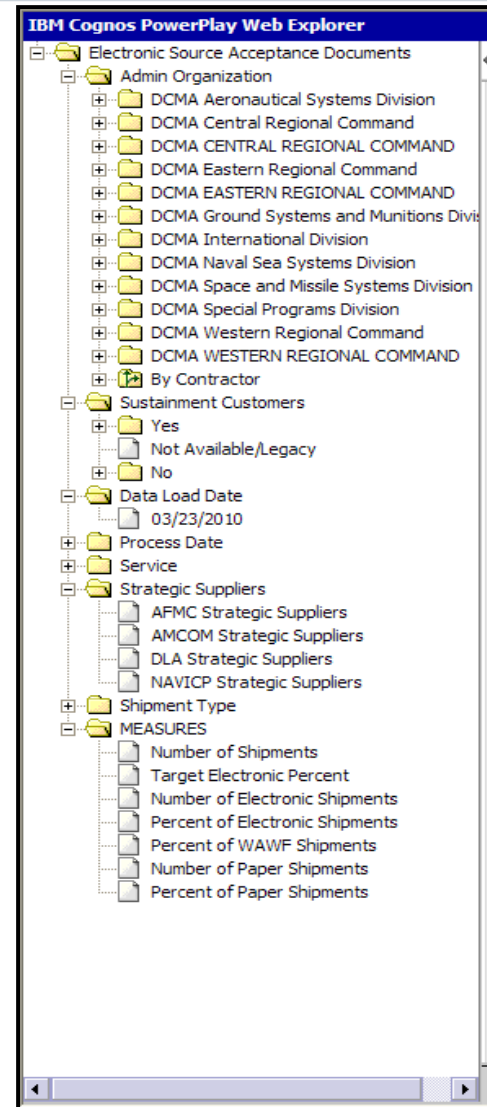
Graphic 1.1.2.1: Dimensions Toolbar

About the Dimensions Folders

The dimensions folders display a hierarchy of the options you can select for the cube view. By opening each folder, you see the type of information at that level of the hierarchy. Graphic 1.1.3.1 shows the dimensions folders, including one that is expanded to show the hierarchy of information.

To see data in a folder, *click* the **folder** or the **plus sign icon** next to the folder.

Click the **Hide Dimension Viewer** button near the top of the cube to hide or show the dimensions folders.



Hide Dimension Viewer

Graphic 1.1.3.1: Dimensions Folders

About the Cube View

The cube view shows the currently selected *measure*, *dimensions*, and *values*. Graphic 1.1.4.1 shows:

- The *measure* as **Number of Shipments as values** in the upper left cell of the cube view
- The *dimension* in the column headers as the **fiscal years**
- The *dimension* in the row stubs as **Service Divisions**

Use the dimensions toolbar (Topic 2) or dimensions folders (Topic 3) to select dimensions and measures to display in the cube view. Details appear when you drill down, expand, go down a level, or drill through.

Number of Shipments as values	<u>2009/Oct</u>	<u>2009/Nov</u>	<u>2009/Dec</u>	<u>2010/Jan</u>	<u>2010/Feb</u>	<u>2010/Mar</u>	Current Year
<u>AIR FORCE</u>	5,274	5,173	6,003	2,304	7,541	2,666	28,961
<u>ARMY</u>	15,906	15,228	17,057	6,322	18,823	7,027	80,363
<u>Ballistic Missile Defense Organization</u>	10	NA	38	NA	16	22	86
<u>DCMA</u>	3,045	2,951	3,485	1,361	4,228	1,562	16,632
<u>Defense Logistics Agency</u>	31,567	28,133	30,127	12,524	41,611	15,016	158,978
<u>MARINES</u>	1,188	1,257	1,403	419	1,056	287	5,610
<u>Miscellaneous Defense Activities</u>	1	NA	1	NA	4	NA	6
<u>NAVY</u>	10,951	9,911	10,512	4,162	14,230	5,115	54,881
<u>United States Special Operations Command</u>	98	73	86	30	120	38	445
<u>UNKNOWN SERVICE</u>	449	439	537	200	642	228	2,495
Service	68,489	63,165	69,249	27,322	88,271	31,961	348,457

Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow values

Graphic 1.1.4.1: Cube View

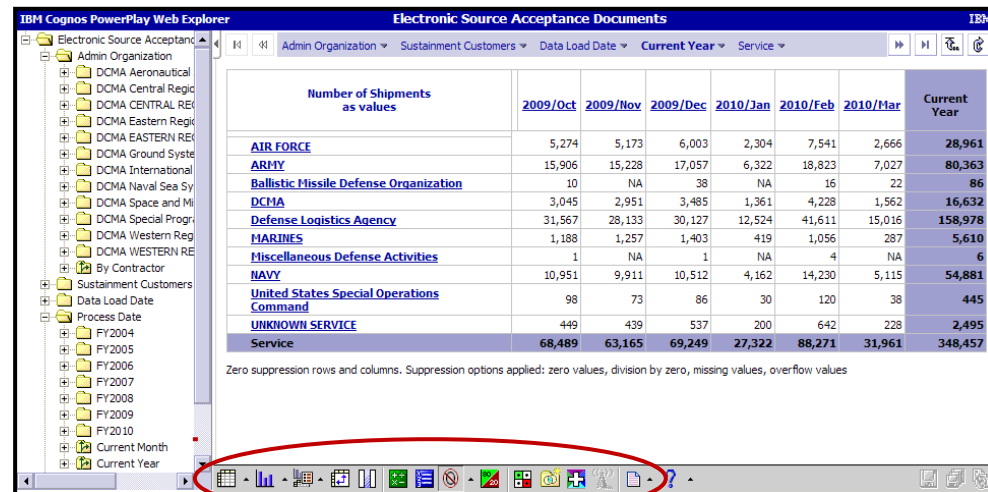
DCMA Topic Five - About the Toolbar

DEFENSE CONTRACT MANAGEMENT AGENCY

About the Toolbar

Graphic 1.1.5.1 shows the toolbar used to manipulate how data are displayed and exported.

Icon	Name	Description
	Crosstab	View the data as a table (default display)
	Chart	View the data as a bar chart, graph, or other graphic
	Swap	Switch columns to rows, or vice versa
	Zero suppression	Show or hide zero values
	Drill through	View data in an Excel spreadsheet
	File	Export data to Adobe Acrobat, Excel, or a comma-separated value file



Graphic 1.1.5.1: Cubes Toolbar

DCMA Topic Six - About Context Menus

DEFENSE CONTRACT MANAGEMENT AGENCY

About Context Menus

Graphic 1.1.6.1 shows some of the ways in which you can manipulate data in the cube using context menus. Context menus for manipulating data appear when you right-click in the areas outlined in red.

The screenshot displays the IBM Cognos PowerPlay Web Explorer interface. The left pane shows a tree view of the 'Electronic Source Acceptance' cube, with 'Admin Organization' and 'Sustainment Customers' highlighted. The main pane shows a data table with columns for 'Admin Organization', 'Sustainment Customers', and 'Current Year'. The table is filtered for '2009/Oct'. A red box highlights the 'Number of Shipments as values' header, and another red box highlights the '2009/Oct' filter. A third red box highlights the 'Current Year' column. Three context menus are shown: 1. A menu for the 'Number of Shipments as values' header with options: Expand, Delete, Swap Up, Swap Down, Down a Level, Up a Level, and Explain. 2. A menu for the '2009/Oct' filter with options: Insert Calculation..., Insert Rank..., Hide Selection, Hide/Show..., Create Custom Subset, Agent, and Explain. 3. A menu for the 'Current Year' column with options: Insert Calculation..., Insert Rank..., Hide Selection, Hide/Show..., Create Custom Subset, Agent, and Explain. A fourth menu is shown for the 'Sustainment Customers' folder, with options: Replace Rows, Replace Columns, Filter, Nest Rows, Nest Columns, and Find... The table data includes rows for 'AIR FORCE', 'ARMY', 'Ballistic Missile Defense Organization', 'DCMA', 'Defense', 'MARINES', 'Miscellaneous', 'NAVY', 'United States', and 'UNKNOWN'.

Admin Organization	Sustainment Customers	Current Year
AIR FORCE	5,274	28,961
ARMY	15,906	
Ballistic Missile Defense Organization	10	
DCMA	NA	
Defense	38	
MARINES	3,485	
Miscellaneous	30,127	
NAVY	1,403	
United States	1	
UNKNOWN	10,512	
	86	
	537	
	69,249	

Graphic 1.1.6.1: Cubes Toolbar

Lesson One Covered the Following Topics:

- Topic One Parts of a Cube
- Topic Two About the Dimensions Toolbar
- Topic Three About the Dimensions Folders
- Topic Four About the Cube View
- Topic Five About the Toolbar
- Topic Six About Context Menus

Lesson Two

Using Cubes

Lesson Two Topics

Topic One Using the Dimensions Toolbar

Topic Two Using Dimensions Folders

Topic Three Using the Cube View

Using the Dimensions Toolbar

The dimensions toolbar lets you select a dimension or an option within a dimension to display in the cube view. Options within a dimension can be selected by clicking the down arrow that appears to the right of the dimension.

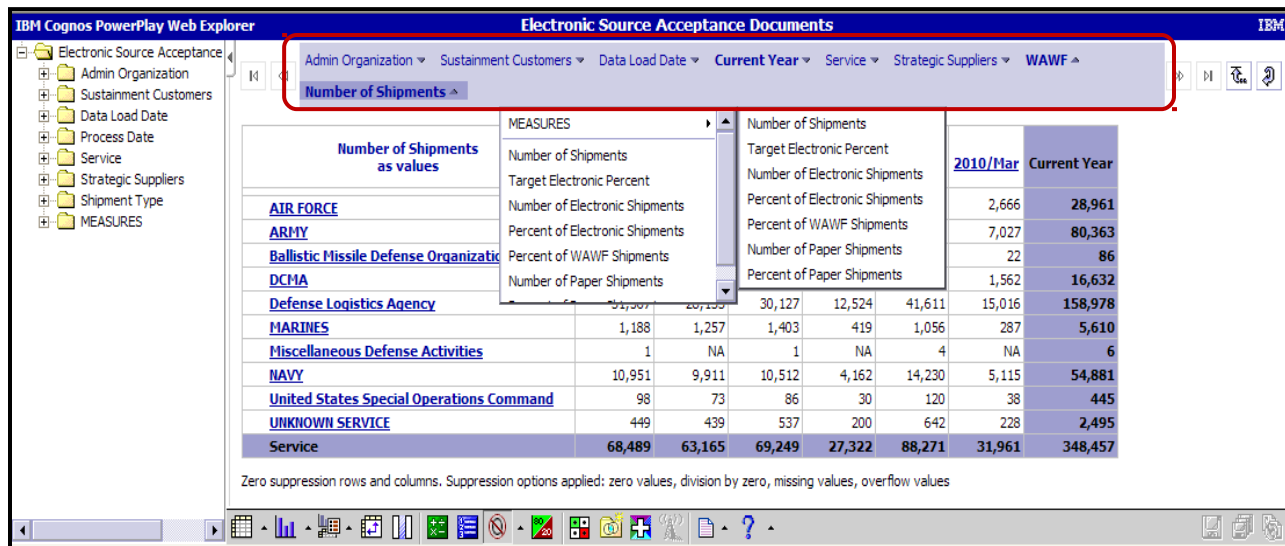
Using the Dimensions Toolbar (Graphic 1.2.1.1)

1. Select the **drop-down** for a dimension.

- Example shows Number of Shipments
- A list of the measures appears

2. Select a **measure**.

- The cube view displays the measure in the upper left corner
- The cube view updates to show the data for that measure
- You can select more than one dimension as a filter



The screenshot shows the IBM Cognos PowerPlay Web Explorer interface. The top navigation bar includes 'Electronic Source Acceptance Documents'. The dimensions toolbar is highlighted with a red box, showing 'Admin Organization', 'Sustainment Customers', 'Data Load Date', 'Current Year', 'Service', 'Strategic Suppliers', and 'WAWF'. The 'Number of Shipments' dimension is selected, and a dropdown menu is open showing various measures. The main table displays data for various organizations, with columns for '2010/Mar' and 'Current Year'.

	2010/Mar	Current Year
AIR FORCE		
ARMY		
Ballistic Missile Defense Organization		
DCMA		
Defense Logistics Agency		
MARINES	1,188	1,257
Miscellaneous Defense Activities	1	NA
NAVY	10,951	9,911
United States Special Operations Command	98	73
UNKNOWN SERVICE	449	439
Service	68,489	63,165

Graphic 1.2.1.1: Using the Dimensions Toolbar

Wrapping the Dimensions Toolbar

The Dimensions Toolbar may contain more dimensions than will display in a single line. To see all of the dimensions, use the **Dimensions Toolbar Wrapping** feature.

This feature creates new rows which wrap around in order for all of the dimensions to be viewed at once. (See Graphic 1.2.1.2) Alternatively, to go back to a single row, click the Wrapping button again. (See Graphic 1.2.1.3) Use the **Next** and **Previous** buttons to scroll through dimensions.

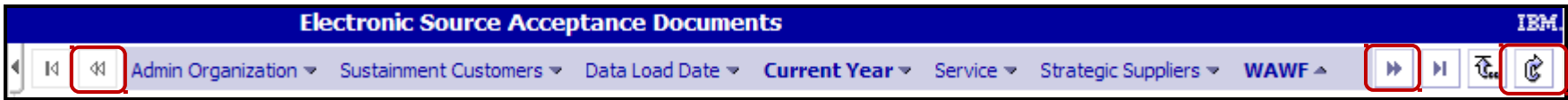
- Wrapping (See Graphics 1.2.1.2 - 1.2.1.3)
1.

Click the **Wrapping** button.

 - The wrapping button's hints indicate whether clicking the button will toggle wrapping on or off



Graphic 1.2.1.2: Wrapping Turned On



Graphic 1.2.1.3: Wrapping Turned Off

Resetting the Dimensions Toolbar

Once you have drilled down into the data, you can reset the data by selecting the **Reset** button found in the upper-right corner. This will turn off filters except for the default measure.

Resetting Dimensions (Graphic 1.2.1.4)

1. Select the **Reset** button on the right side of the Dimensions Toolbar.
 - Filters you selected are removed except for the default measure



Graphic 1.2.1.4: Resetting Dimensions

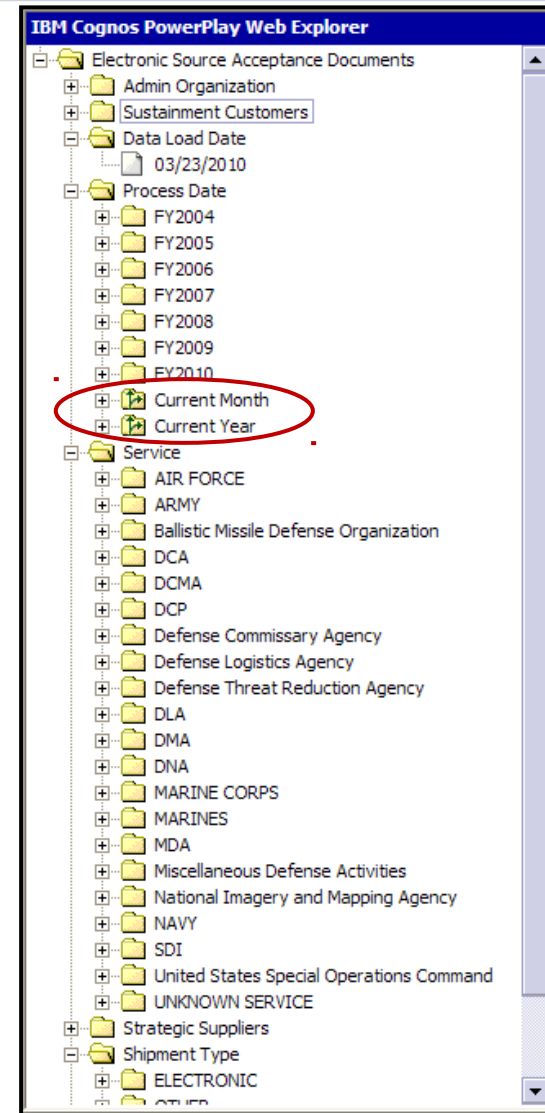
Using Dimensions Folders' Alternate Paths

The folder icons with green arrows indicate that an alternate drill path is available. These folders provide an alternative display of the dimension options.

Graphic 1.2.2.1 shows dimension folders, including one with alternate path folders. The **Process Date** folder has folders for past Fiscal Years and alternate path folders to see the Current Month and Current Year.

Alternate Drill Path (Graphic 1.2.2.1)

1. Click the **Current Month** folder that displays two green arrows.
 - The alternate drill path shows the current month
 - This alternate drill path takes fewer steps to view data for the current month



Graphic 1.2.2.1: Alternate Drill Path

Replacing Columns or Rows

Opening folders and right-clicking the dimension you wish to see displays a context menu. The context menu allows you to replace rows or columns shown in the cube view.

Replacing Columns (Graphic 1.2.2.2)

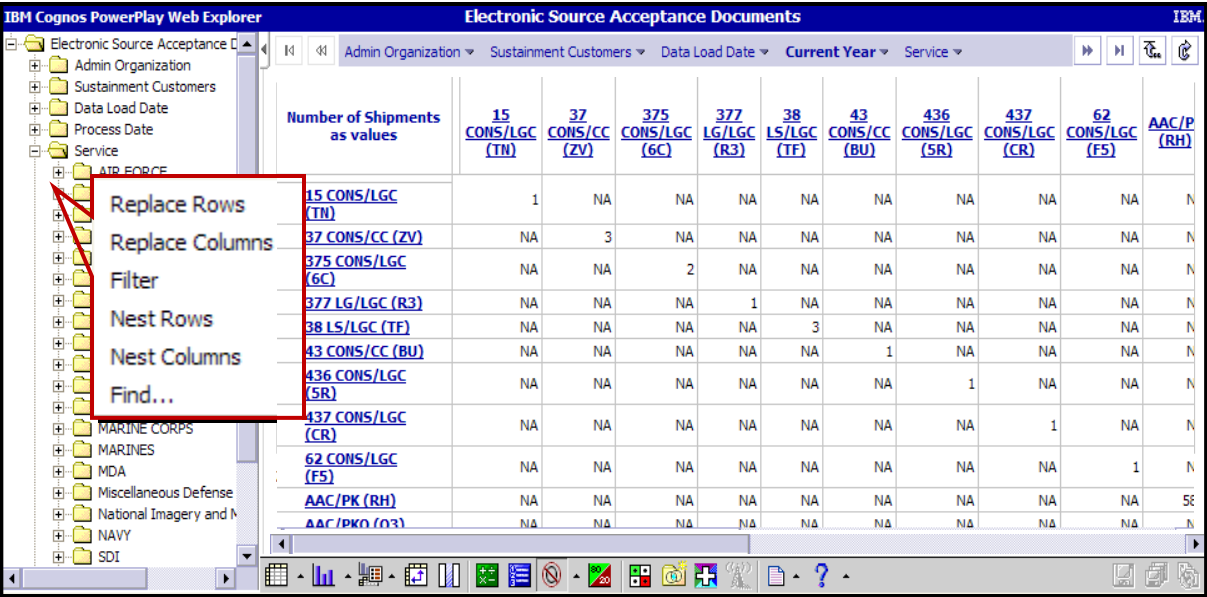
1.

In the Service folder, *right-click* the **Air Force** folder.

2.

Click **Replace Columns**.

- The selected dimension displays in the columns of the cube view



Graphic 1.2.2.2: Replace Columns using context menus

Applying Filters

Filters limit the rows within the cube and limit the groups that have been defined within the cube.

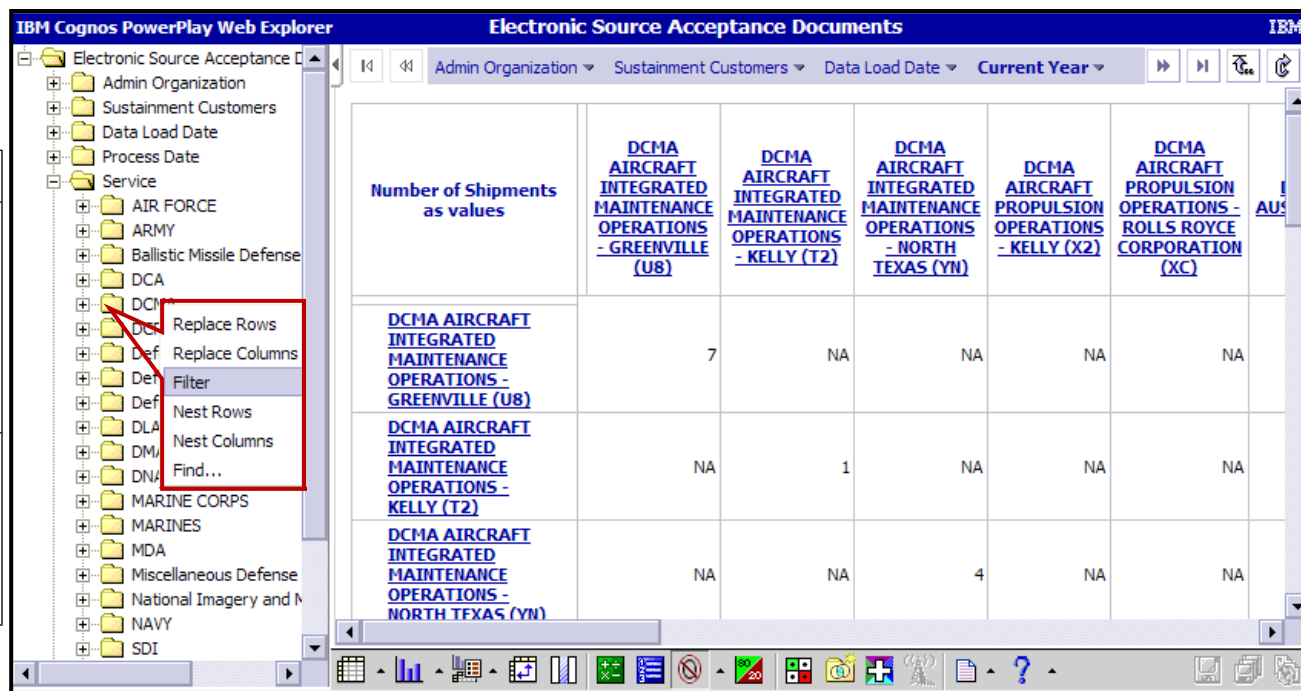
Applying Filters (Graphic 1.2.2.3)

1. *Right-click* the desired **Folder**.

- For this example DCMA folder was right-clicked
- A drop-down menu appears

2. *Select Filter*.

- The cube dimension filters the data based on the folder that you right-clicked



Number of Shipments as values	DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - GREENVILLE (U8)	DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - KELLY (T2)	DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - NORTH TEXAS (YN)	DCMA AIRCRAFT PROPULSION OPERATIONS - KELLY (X2)	DCMA AIRCRAFT PROPULSION OPERATIONS - ROLLS ROYCE CORPORATION (XC)
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - GREENVILLE (U8)	7	NA	NA	NA	NA
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - KELLY (T2)	NA	1	NA	NA	NA
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - NORTH TEXAS (YN)	NA	NA	4	NA	NA

Graphic 1.2.2.3: Filtering

Topic Two - Using Dimensions Folders

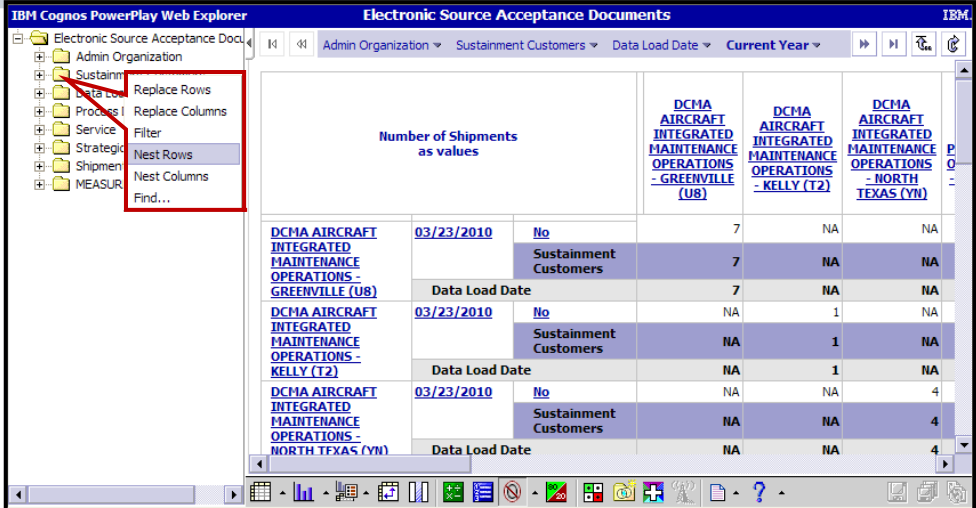
Nesting

Nesting displays one set of data as it relates to another set of data.

For example, Graphic 1.2.2.4 shows the Sustainment Customer data nested to the right of the DCMA Organization data. This allows the user to see sustainment data for each of the organizations.

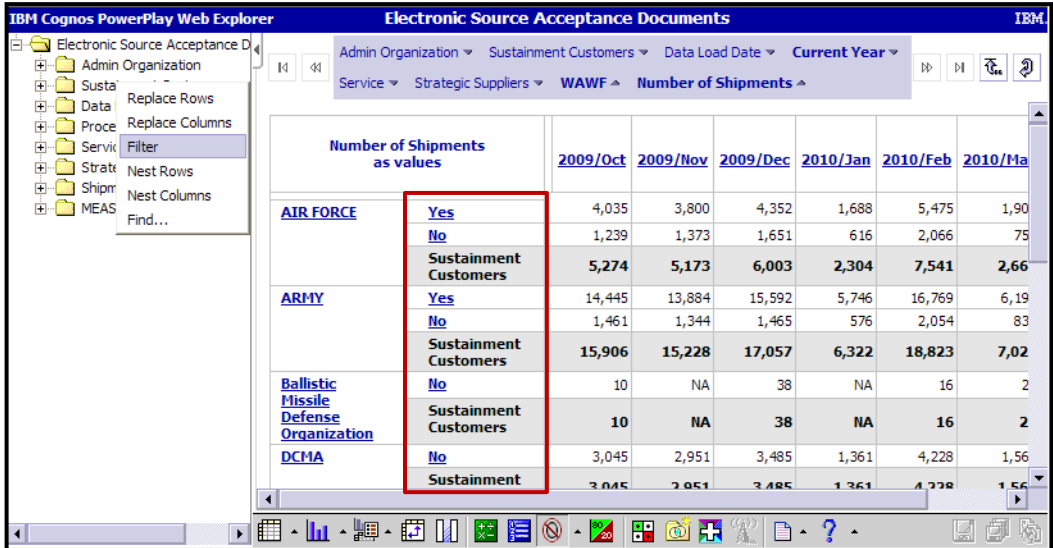
Nesting (See Graphics 1.2.2.4 - 1.2.2.5)

1. *Right-click* the **desired folder**.
 - The Sustainment Customers folder is selected in this example
 - A context menu appears
2. *Select **Nest Rows*** from the context menu.
 - In Graphic 1.2.2.5, Sustainment Customer is nested according to DCMA Organizations



Number of Shipments as values			DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - GREENVILLE (U8)	DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - KELLY (T2)	DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - NORTH TEXAS (YN)
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - GREENVILLE (U8)	03/23/2010	No	7	NA	NA
Sustainment Customers			7	NA	NA
Data Load Date			7	NA	NA
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - KELLY (T2)	03/23/2010	No	NA	1	NA
Sustainment Customers			NA	1	NA
Data Load Date			NA	1	NA
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - NORTH TEXAS (YN)	03/23/2010	No	NA	NA	4
Sustainment Customers			NA	NA	4
Data Load Date			NA	NA	4

Graphic 1.2.2.4: Nesting selection



Number of Shipments as values		2009/Oct	2009/Nov	2009/Dec	2010/Jan	2010/Feb	2010/Mar
AIR FORCE	Yes	4,035	3,800	4,352	1,688	5,475	1,90
	No	1,239	1,373	1,651	616	2,066	75
Sustainment Customers		5,274	5,173	6,003	2,304	7,541	2,66
ARMY	Yes	14,445	13,884	15,592	5,746	16,769	6,19
	No	1,461	1,344	1,465	576	2,054	83
Sustainment Customers		15,906	15,228	17,057	6,322	18,823	7,02
Ballistic Missile Defense Organization	No	10	NA	38	NA	16	2
Sustainment Customers		10	NA	38	NA	16	2
DCMA	No	3,045	2,951	3,485	1,361	4,228	1,56
Sustainment		3,045	2,951	3,485	1,361	4,228	1,56

Graphic 1.2.2.5: Nesting

Topic Three - Using the Cube View

DEFENSE CONTRACT MANAGEMENT AGENCY

Drilling Down

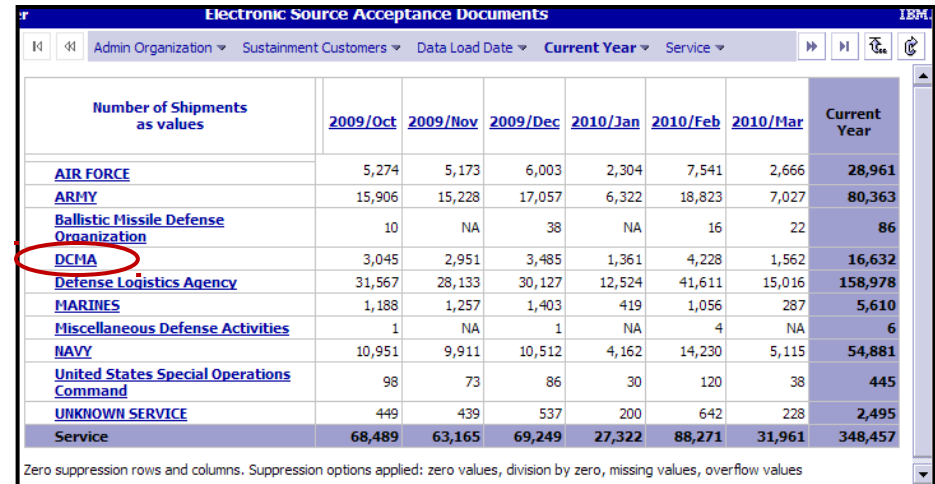
The cube view shows the currently selected *measure*, *dimensions*, and *values*.

Drilling down causes the cube view to display a lower level of detail for a dimension.

For example, if you drill down on **DCMA** in the row stub (Graphic 1.2.3.1), then the DCMA Aircraft Integrated Maintenance Operations divisions and their data are displayed (Graphic 1.2.3.2).

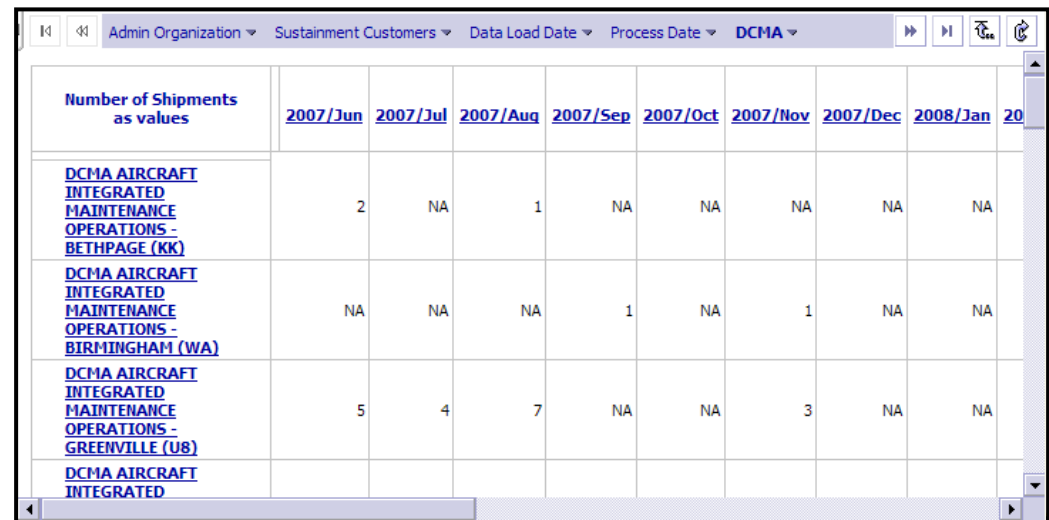
Drilling Down (See Graphics 1.2.3.1 - 1.2.3.2)

1. Click the **column heading** or **row stub** to drill down to data you wish to see.
 - In Graphic 1.2.3.1, DCMA is clicked
2. The cube view displays the next level down of data
 - In Graphic 1.2.3.2, DCMA Aircraft Integrated Maintenance Operations divisions and their data are displayed



Number of Shipments as values	2009/Oct	2009/Nov	2009/Dec	2010/Jan	2010/Feb	2010/Mar	Current Year
AIR FORCE	5,274	5,173	6,003	2,304	7,541	2,666	28,961
ARMY	15,906	15,228	17,057	6,322	18,823	7,027	80,363
Ballistic Missile Defense Organization	10	NA	38	NA	16	22	86
DCMA	3,045	2,951	3,485	1,361	4,228	1,562	16,632
Defense Logistics Agency	31,567	28,133	30,127	12,524	41,611	15,016	158,978
MARINES	1,188	1,257	1,403	419	1,056	287	5,610
Miscellaneous Defense Activities	1	NA	1	NA	4	NA	6
NAVY	10,951	9,911	10,512	4,162	14,230	5,115	54,881
United States Special Operations Command	98	73	86	30	120	38	445
UNKNOWN SERVICE	449	439	537	200	642	228	2,495
Service	68,489	63,165	69,249	27,322	88,271	31,961	348,457

Graphic 1.2.3.1: Drilling Down



Number of Shipments as values	2007/Jun	2007/Jul	2007/Aug	2007/Sep	2007/Oct	2007/Nov	2007/Dec	2008/Jan
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - BETHPAGE (KK)	2	NA	1	NA	NA	NA	NA	NA
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - BIRMINGHAM (WA)	NA	NA	NA	1	NA	1	NA	NA
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - GREENVILLE (U8)	5	4	7	NA	NA	3	NA	NA
DCMA AIRCRAFT INTEGRATED								

Graphic 1.2.3.2: Drill-Down Results

Topic Three - Using the Cube View

DEFENSE CONTRACT MANAGEMENT AGENCY

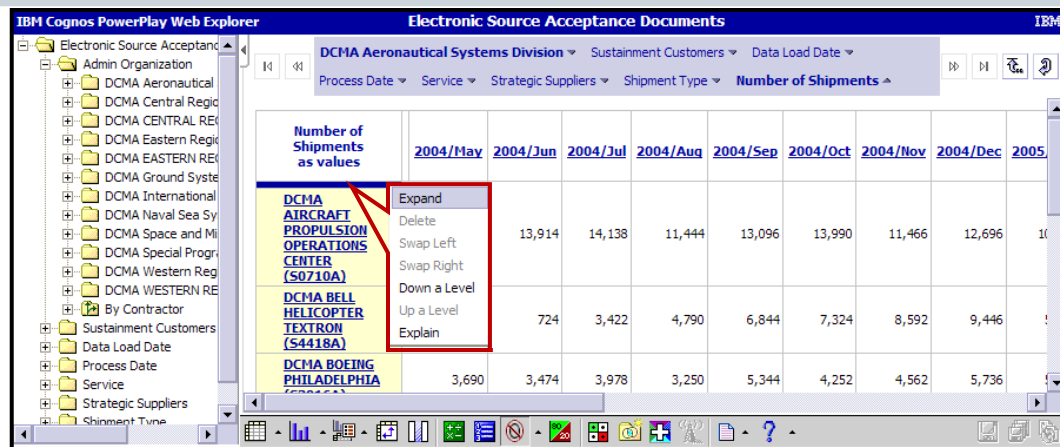
Expanding to View Details

Expanding is similar to drilling down. Drilling down might display a division, its primary CMOs, its CMOs, and additional data.

In contrast, expanding might show every division's primary CMOs, CMOs, and

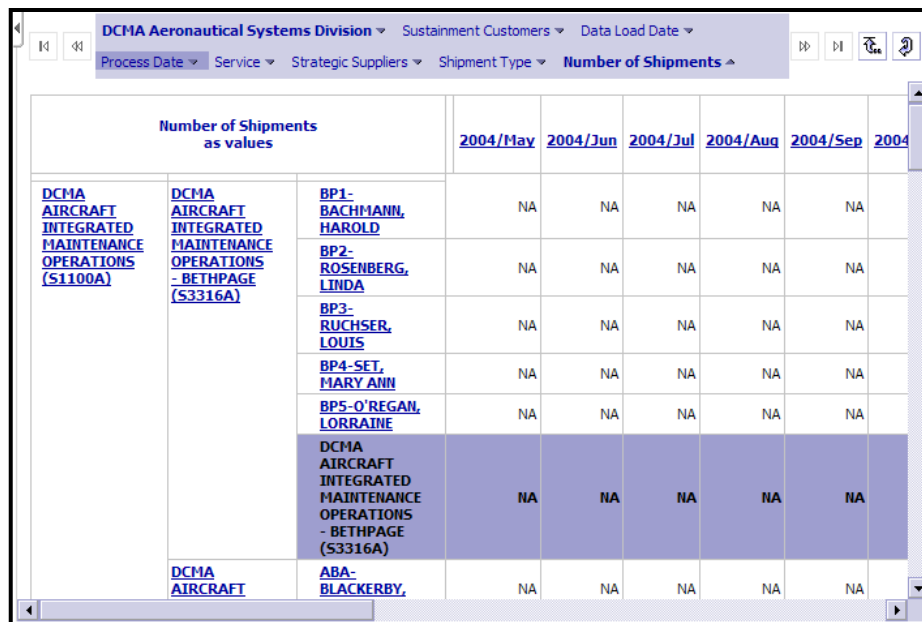
Expanding to View CMO (Graphics 1.2.3.4 - 1.2.3.5)

1. Right-click the **cell** above the desired column.
 - The cell above the row turns dark blue when the mouse passes over it
 - Right-clicking when the cell is dark blue activates the right-click menu
2. Select **Expand**.
 - Results show the data broken down by Division and within each Division by CMO



Number of Shipments as values		2004/May	2004/Jun	2004/Jul	2004/Aug	2004/Sep	2004/Oct	2004/Nov	2004/Dec	2005
DCMA AIRCRAFT PROPULSION OPERATIONS CENTER (S0710A)			13,914	14,138	11,444	13,096	13,990	11,466	12,696	10
DCMA BELL HELICOPTER TEXTRON (S4418A)			724	3,422	4,790	6,844	7,324	8,592	9,446	
DCMA BOEING PHILADELPHIA		3,690	3,474	3,978	3,250	5,344	4,252	4,562	5,736	

Graphic 1.2.3.4: Expand



Number of Shipments as values		2004/May	2004/Jun	2004/Jul	2004/Aug	2004/Sep	2004
DCMA AIRCRAFT PROPULSION OPERATIONS CENTER (S0710A)	BP1-BACHMANN, HAROLD	NA	NA	NA	NA	NA	
	BP2-ROSENBERG, LINDA	NA	NA	NA	NA	NA	
	BP3-RUCHSER, LOUIS	NA	NA	NA	NA	NA	
	BP4-SET, MARY ANN	NA	NA	NA	NA	NA	
	BP5-O'REGAN, LORRAINE	NA	NA	NA	NA	NA	
	DCMA AIRCRAFT PROPULSION OPERATIONS CENTER - BETHPAGE (S3316A)	NA	NA	NA	NA	NA	
DCMA AIRCRAFT	ABA-BLACKERBY,	NA	NA	NA	NA	NA	

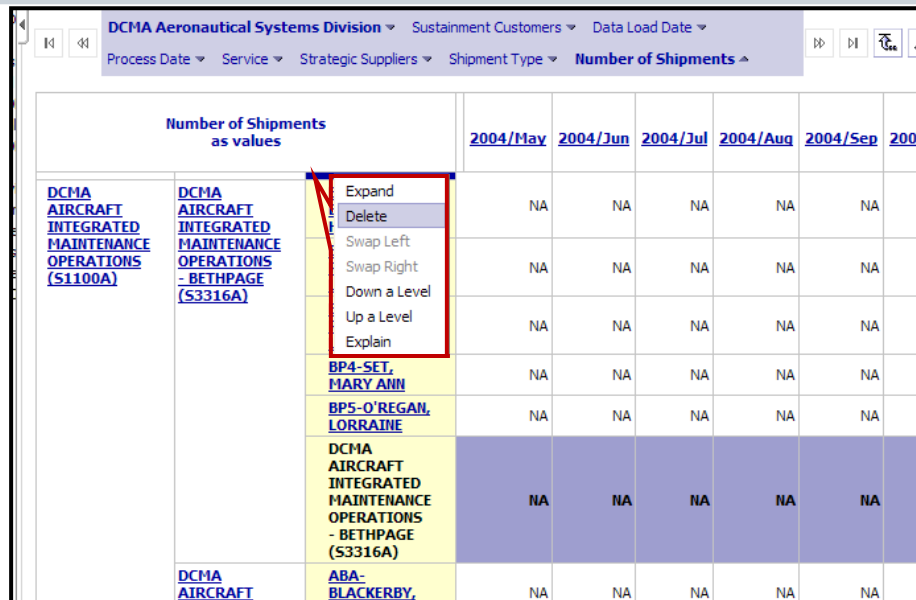
Graphic 1.2.3.5: Expanded Results

Deleting an Expansion

Once you have expanded you might wish to delete the expansion.

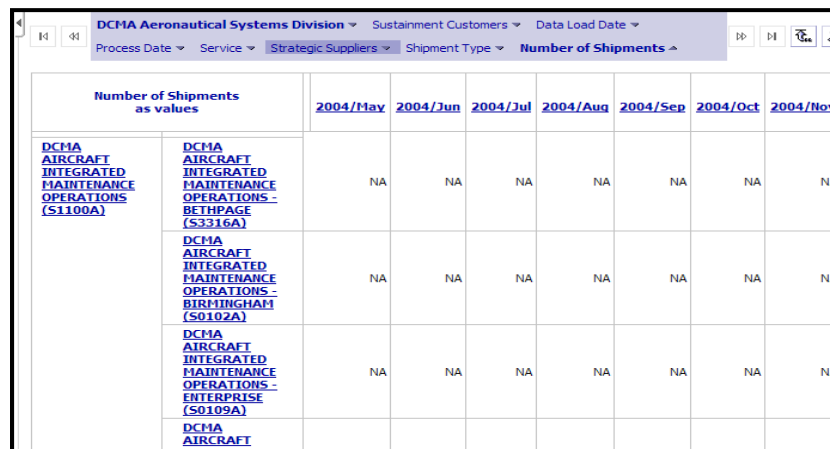
Deleting an Expansion (Graphics 1.2.3.6 - 1.2.3.7)

1. *Right-click* in the cell above the **CMO** row.
 - The cell is very narrow and turns blue when you place the mouse cursor over it
2. *Select Delete* from the context menu.
 - The column no longer appears in the cube view



Number of Shipments as values		2004/May	2004/Jun	2004/Jul	2004/Aug	2004/Sep	2004/Oct
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS (S1100A)	DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - BETHPAGE (S3316A)	NA	NA	NA	NA	NA	NA
	BP4-SET, MARY ANN	NA	NA	NA	NA	NA	NA
	BP5-O'REGAN, LORRAINE	NA	NA	NA	NA	NA	NA
	DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - BETHPAGE (S3316A)	NA	NA	NA	NA	NA	NA
	DCMA AIRCRAFT	NA	NA	NA	NA	NA	NA

Graphic 1.2.3.6:Delete Expansion



Number of Shipments as values		2004/May	2004/Jun	2004/Jul	2004/Aug	2004/Sep	2004/Oct	2004/Nov
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS (S1100A)	DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - BETHPAGE (S3316A)	NA	NA	NA	NA	NA	NA	NA
	DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - BIRMINGHAM (S0102A)	NA	NA	NA	NA	NA	NA	NA
	DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - ENTERPRISE (S0109A)	NA	NA	NA	NA	NA	NA	NA
	DCMA AIRCRAFT	NA	NA	NA	NA	NA	NA	NA

Graphic 1.2.3.7: Delete Expansion Results

Topic Three - Using the Cube View

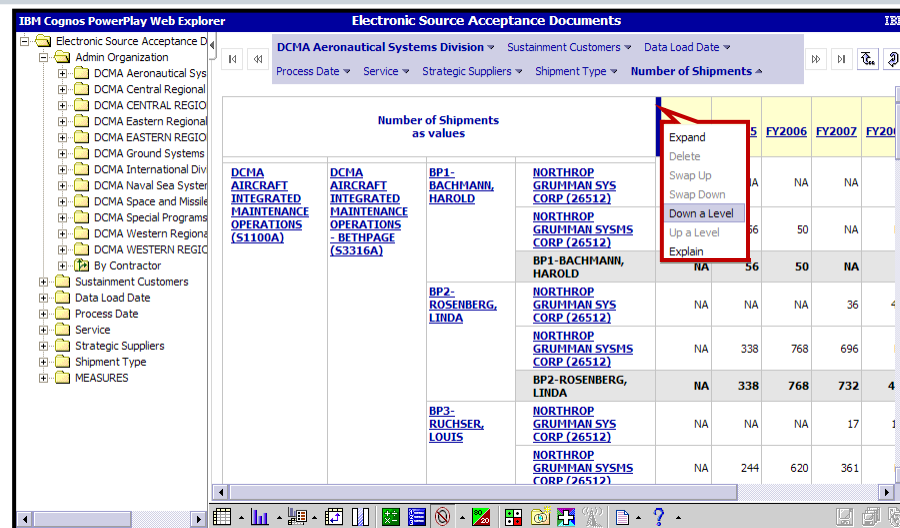
DEFENSE CONTRACT MANAGEMENT AGENCY

Down a Level

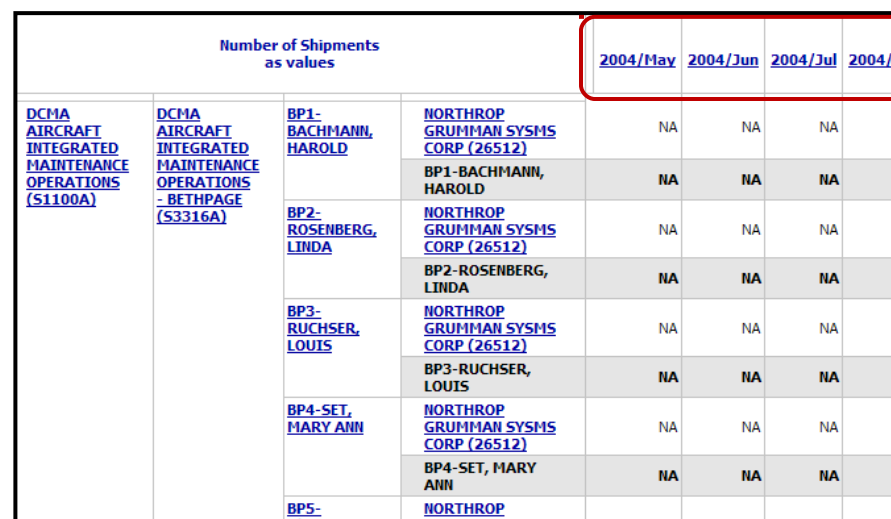
Select Down a Level to see the next level of data, such as the months for all of the fiscal years.

Down a Level (Graphics 1.2.3.8 - 1.2.3.9)

1. *Right-click* the cell between the measure and the **FY** row.
 - Cell is narrow and turns dark blue when you place the mouse cursor over it
2. *Select **Down a Level*** from the context menu.
 - The data displayed in the column shows the next level down of the hierarchy



Graphic 1.2.3.8: Down a Level Context Menu



Number of Shipments as values				2004/May	2004/Jun	2004/Jul	2004/Aug
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS (S1100A)	DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - BETHPAGE (S3316A)	BP1- BACHMANN, HAROLD	NORTHROP GRUMMAN SYSHS CORP (26512)	NA	NA	NA	
			BP1-BACHMANN, HAROLD	NA	NA	NA	
		BP2- ROSENBERG, LINDA	NORTHROP GRUMMAN SYSHS CORP (26512)	NA	NA	NA	
			BP2-ROSENBERG, LINDA	NA	NA	NA	
		BP3- RUCHSER, LOUIS	NORTHROP GRUMMAN SYSHS CORP (26512)	NA	NA	NA	
			BP3-RUCHSER, LOUIS	NA	NA	NA	
		BP4- SET, MARY ANN	NORTHROP GRUMMAN SYSHS CORP (26512)	NA	NA	NA	
			BP4-SET, MARY ANN	NA	NA	NA	
		BP5- RUCHSER, LOUIS	NORTHROP GRUMMAN SYSHS CORP (26512)	NA	NA	NA	
			BP5-RUCHSER, LOUIS	NA	NA	NA	

Graphic 1.2.3.9: Down a Level Results

Lesson Two Covered the Following Topics:

Topic One Using the Dimensions Toolbar

Topic Two Using Dimensions Folders

Topic Three Using the Cube View

Lesson Three - Using the Cubes Toolbar

Lesson Three

Using the Cubes Toolbar

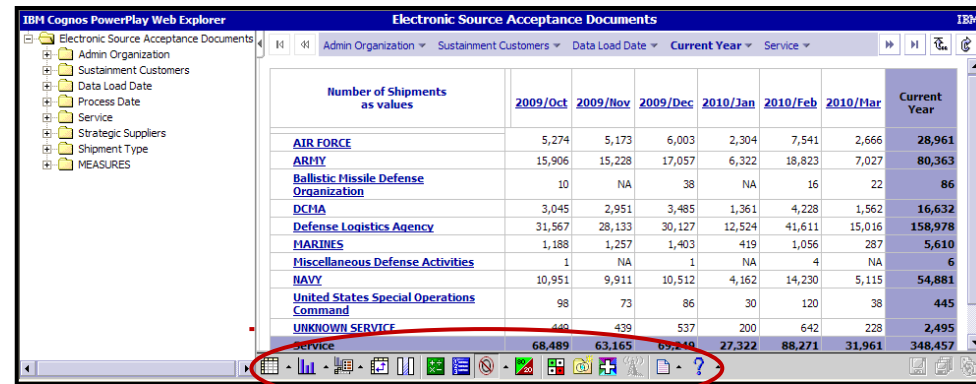
Lesson Three Topics

Topic One	Toolbar Overview
Topic Two	Viewing Chart Options
Topic Three	Swapping Columns and Rows
Topic Four	Zero Suppression
Topic Five	Drill-Through Report
Topic Six	Sharing Cube Data

Description of Toolbar Buttons

Graphic 1.3.1.1 shows the toolbar used to manipulate how data are displayed and exported.

Icon	Name	Description
	Crosstab	View the data as a table (default display)
	Chart	View the data as a bar chart, graph, or other graphic
	Swap	Switch columns to rows, or vice versa
	Zero suppression	Show or hide zero values
	Drill through	View data in an Excel spreadsheet
	File	Export data to Adobe Acrobat, Excel, or a comma-separated value file



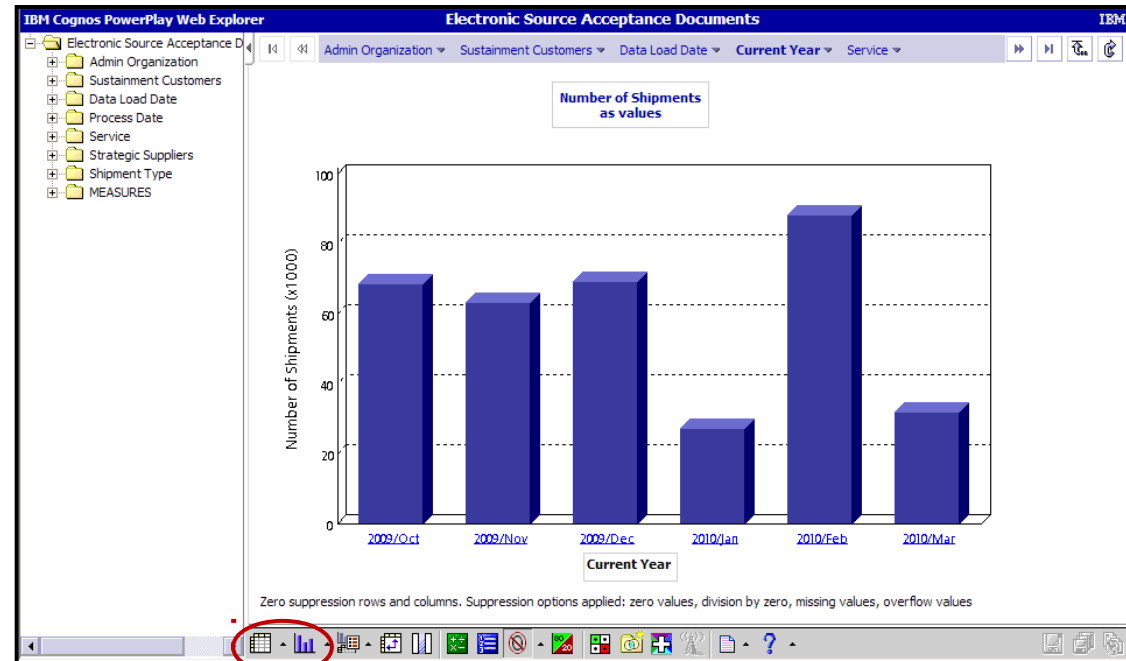
Graphic 1.3.1.1: Cubes Toolbar

Chart Display

Charts can convey much more than numbers alone can, because charts present data in a visual way that makes it easier to see the meaning behind the numbers.

Chart Display (See Graphic 1.3.2.1)

1. Click the  **Chart** button to create a graph.
 - Chart options include four types of bar charts, a pie chart, a scatter chart, two types of line charts, and a correlation chart that combines bars with lines
2. Select the  **Crosstab** button to return to the cube view.



Graphic 1.3.2.1: Data Displayed in Chart Layout

Swapping Columns and Rows

Swap changes the display so that data that are represented in the rows appear in columns, and column data appear in the rows.

Click the Swap button again to move the data to its original position

Swapping Columns and Rows (See Graphics 1.3.3.1 - 1.3.3.3)

1. Click the  **Swap** button.

- The column headers shown in graphic 1.3.3.1 swap with the row stubs
- Graphic 1.3.3.3 shows the results of the swap

Number of Shipments as values	2009/Oct	2009/Nov	2009/Dec	2010/Jan	2010/Feb	2010/Mar	Current Year
AIR FORCE	5,274	5,173	6,003	2,304	7,541	2,666	28,961
ARMY	15,906	15,228	17,057	6,322	18,823	7,027	80,363
Ballistic Missile Defense Organization	10	NA	38	NA	16	22	86
DCMA	3,045	2,951	3,485	1,361	4,228	1,562	16,632
Defense Logistics Agency	31,567	28,133	30,127	12,524	41,611	15,016	158,978
MARINES	1,188	1,257	1,403	419	1,056	287	5,610
Miscellaneous Defense Activities	1	NA	1	NA	4	NA	6
NAVY	10,951	9,911	10,512	4,162	14,230	5,115	54,881
United States Special Operations Command	98	73	86	30	120	38	445
UNKNOWN SERVICE	449	439	537	200	642	228	2,495
Service	68,489	63,165	69,249	27,322	88,271	31,961	348,457

Graphic 1.3.3.1: Original Data



Graphic 1.3.3.2: Swap Columns and Rows button

Number of Shipments as values	AIR FORCE	ARMY	Ballistic Missile Defense Organization	DCMA	Defense Logistics Agency	MARINES	Miscellaneous Defense Activities	NAVY	United States Special Operations Command	UNKNOWN SERVICE	Service
2009/Oct	5,274	15,906	10	3,045	31,567	1,188	1	10,951	98	449	68,489
2009/Nov	5,173	15,228	NA	2,951	28,133	1,257	NA	9,911	73	439	63,165
2009/Dec	6,003	17,057	38	3,485	30,127	1,403	1	10,512	86	537	69,249
2010/Jan	2,304	6,322	NA	1,361	12,524	419	NA	4,162	30	200	27,322
2010/Feb	7,541	18,823	16	4,228	41,611	1,056	4	14,230	120	642	88,271
2010/Mar	2,666	7,027	22	1,562	15,016	287	NA	5,115	38	228	31,961
Current Year	28,961	80,363	86	16,632	158,978	5,610	6	54,881	445	2,495	348,457

Graphic 1.3.3.3: Swap Data Results

DCMA Topic Four - Zero Suppression

DEFENSE CONTRACT MANAGEMENT AGENCY

Zero Suppression

The **Zero Suppression** button allows you to hide all columns and rows that only contain zeros. You also can hide just columns or just rows.

Zero Suppression is selected by default. You can turn it off by clicking the Zero Suppression button.

Responsiveness to Customers (%) as values	2009/Mar	2009/Apr	2009/May	2009/Jun	2009/Jul	Current Fiscal Year
DCMA AERONAUTICAL SYSTEMS DIVISION	64%	0%	0%	0%	0%	63%
DCMA GROUND SYSTEMS AND MUNITIONS DIVISION	79%	0%	67%	0%	100%	88%
DCMA INTERNATIONAL DIVISION	45%	0%	0%	0%	0%	43%
DCMA NAVAL SEA SYSTEMS DIVISION	80%	0%	0%	0%	0%	93%
DCMA SPACE AND MISSILE SYSTEMS DIVISION	50%	0%	0%	0%	0%	82%
DCMA SPECIAL PROGRAMS DIVISION	45%	0%	0%	0%	0%	86%
NOT AVAILABLE	0%	0%	0%	0%	0%	11%
Admin Organization	69%	0%	4%	0%	100%	76%

Graphic 1.3.4.1: Zero Suppression Off

Zero Suppression (See Graphics 1.3.4.1 - 1.3.4.2)

1. Click the  **Zero Suppression** button.

- Graphic 1.3.4.1 shows two columns that contain only 0% (outlined in red)
- Graphic 1.3.4.2 shows the same sheet with Zero Suppression turned on; Columns that displayed only 0% are hidden

Responsiveness to Customers (%) as values	2009/Mar	2009/May	2009/Jul	Current Fiscal Year
DCMA AERONAUTICAL SYSTEMS DIVISION	64%	0%	0%	63%
DCMA GROUND SYSTEMS AND MUNITIONS DIVISION	79%	67%	100%	88%
DCMA INTERNATIONAL DIVISION	45%	0%	0%	43%
DCMA NAVAL SEA SYSTEMS DIVISION	80%	0%	0%	93%
DCMA SPACE AND MISSILE SYSTEMS DIVISION	50%	0%	0%	82%
DCMA SPECIAL PROGRAMS DIVISION	45%	0%	0%	86%
NOT AVAILABLE	0%	0%	0%	11%
Admin Organization	69%	4%	100%	76%

Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow values

Graphic 1.3.4.2: Zero Suppression On

Topic Five - Drill-Through Report

DEFENSE CONTRACT MANAGEMENT AGENCY

Drill-Through Report

A drill-through report exports detailed data from the cube to Excel so that you can further analyze the data.

Some cubes do not have a drill-through report.

The pop-up blocker must be turned off to run the Drill-Through Report. Press the CTRL key to temporarily disable the pop-up blocker.

Drill-Through Report (Graphic 1.3.5.1)

- Click the  **Drill-through** button.
 - Allows the user to drill through to a more detailed report for further data analysis
 - If a message displays indicating that pop-ups are blocked, hold down the CTRL key and click the **Drill-through** button
- See the next slide.

IBM Cognos PowerPlay Web Explorer

Electronic Source Acceptance Documents

Admin Organization | Sustainment Customers | Data Load Date | Current Year | Service

Number of Shipments as values	2009/Oct	2009/Nov	2009/Dec	2010/Jan	2010/Feb	2010/Mar	Current Year
AIR FORCE	5,274	5,173	6,003	2,304	7,541	2,666	28,961
ARMY	15,906	15,228	17,057	6,322	18,823	7,027	80,363
Ballistic Missile Defense Organization	10	NA	38	NA	16	22	86
DCMA	3,045	2,951	3,485	1,361	4,228	1,562	16,632
Defense Logistics Agency	31,567	28,133	30,127	12,524	41,611	15,016	158,978
MARINES	1,188	1,257	1,403	419	1,056	287	5,610
Miscellaneous Defense Activities	1	NA	1	NA	4	NA	6
NAVY	10,951	9,911	10,512	4,162	14,230	5,115	54,881
United States Special Operations Command	98	73	86	30	120	38	445
UNKNOWN SERVICE	449	439	537	200	642	228	2,495
Service	68,489	63,165	69,249	27,322	88,271	31,961	348,457

Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow values

Graphic 1.3.5.1: Drill-Through Report

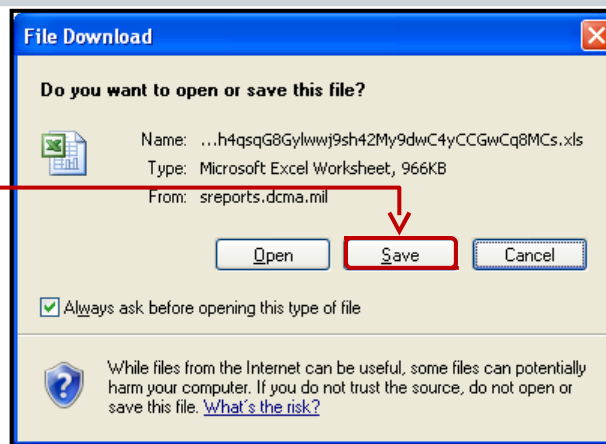
Topic Five - Drill-Through Report

File Download - Save

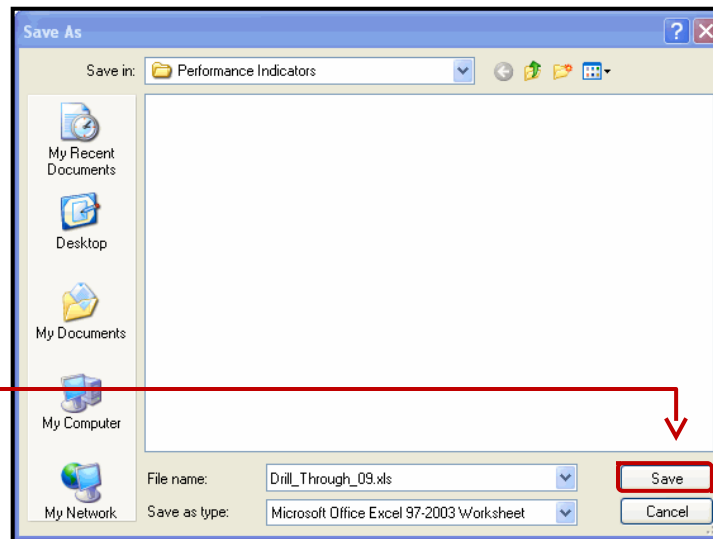
After clicking the drill-through button, a file download prompt displays. Use the **Save** option so that you can choose where to save the exported file. This ensures that you know where to find the file if you need it later.

File Download (Graphic 1.3.5.2 - 1.3.5.3)

1. When you click the drill-through button, the **File Download** dialog box appears.
2. Click the **Save** button.
 - The Save As dialog box displays
3. Choose a **location** where you wish to save the file.
4. Type a **file name** in the box provided.
5. Click the **Save** button.
6. Launch **Excel**.
7. In Excel, navigate to and open the **exported file**.



Graphic 1.3.5.2: File Download



Graphic 1.3.5.3: File Download

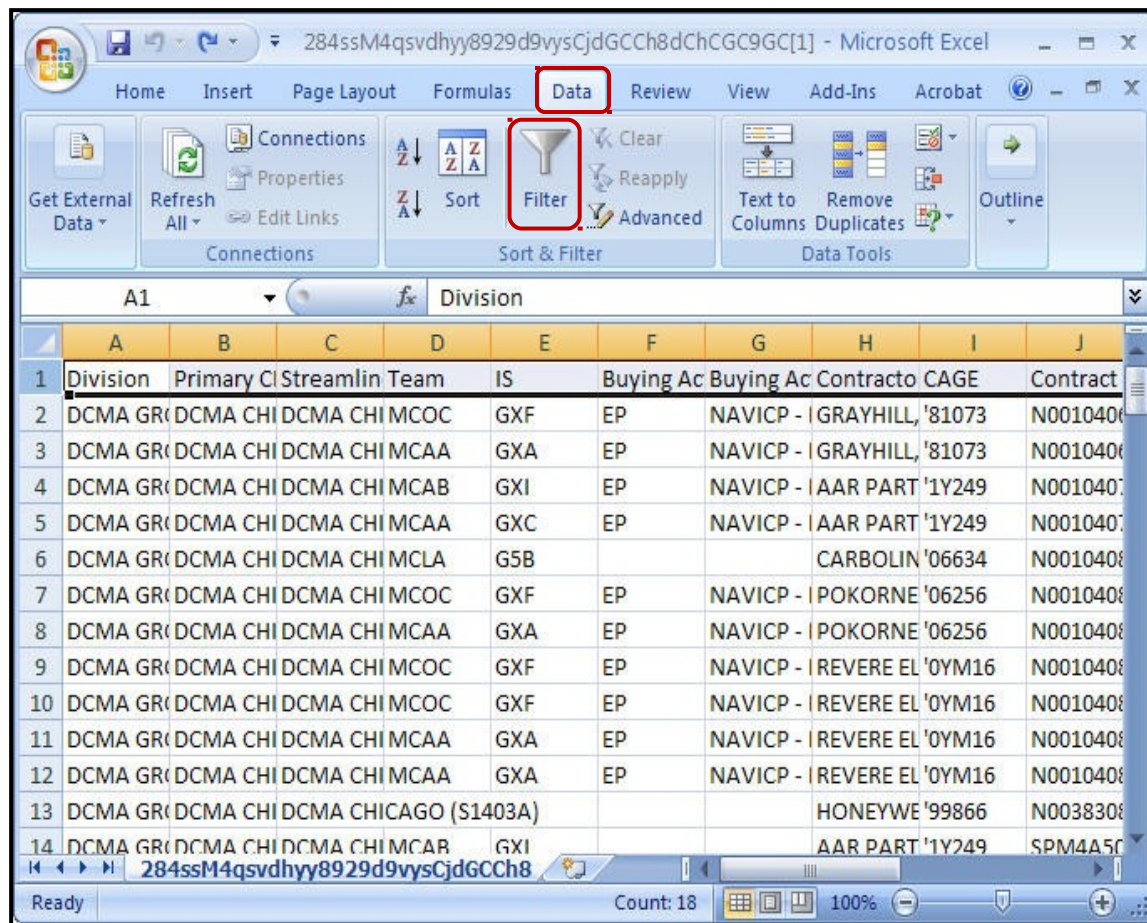
Topic Five - Drill-Through Report

Apply Filter in Excel

Excel has a filter feature that makes it easy to sort and scope the exported data to show what you need to see.

Apply Filter in Excel (Graphic 1.3.5.4)

1. *Select the **row** containing the column titles.*
 - In this example, row one contains the titles
2. *Open the **Data** menu.*
3. *Select **Filter**.*
 - All of the column headers display a drop-down arrow on the right



Graphic 1.3.5.4: Filter

Topic Five - Drill-Through Report

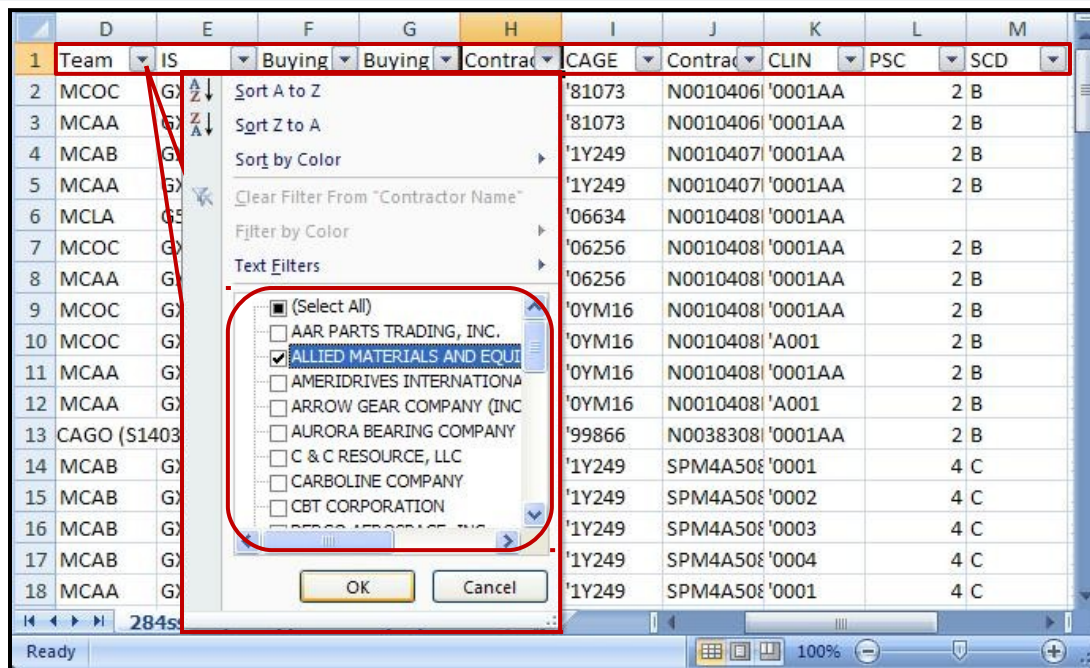
Filter by Contractor Name

With Filter on, each column heading now has a small drop-down arrow next to it.

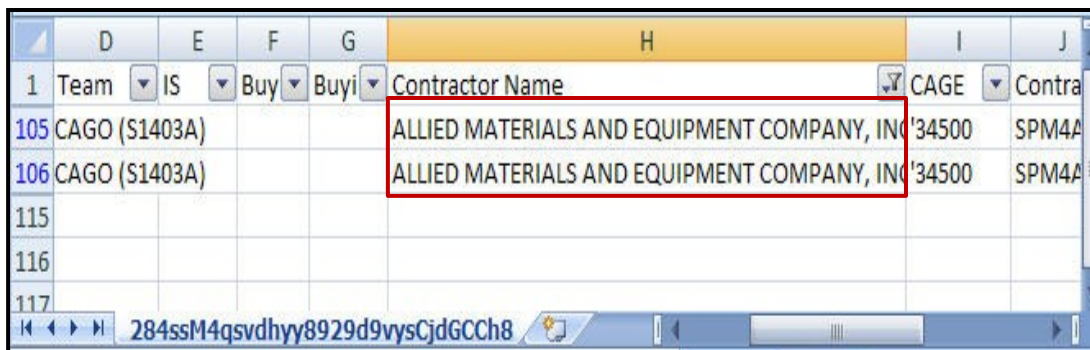
Use this feature to sort and filter data.

Filter by Contractor Name (Graphics 1.3.5.5 - 1.3.5.6)

1. Click the  **filter arrow button** that appears next to the column that you wish to filter.
2. Select desired **Data** from the drop-down list that appears.
 - Filtered results reveal a report containing data only for the selected data



Graphic 1.3.5.5: Filter by Contractor



Graphic 1.3.5.6: Results of Filter

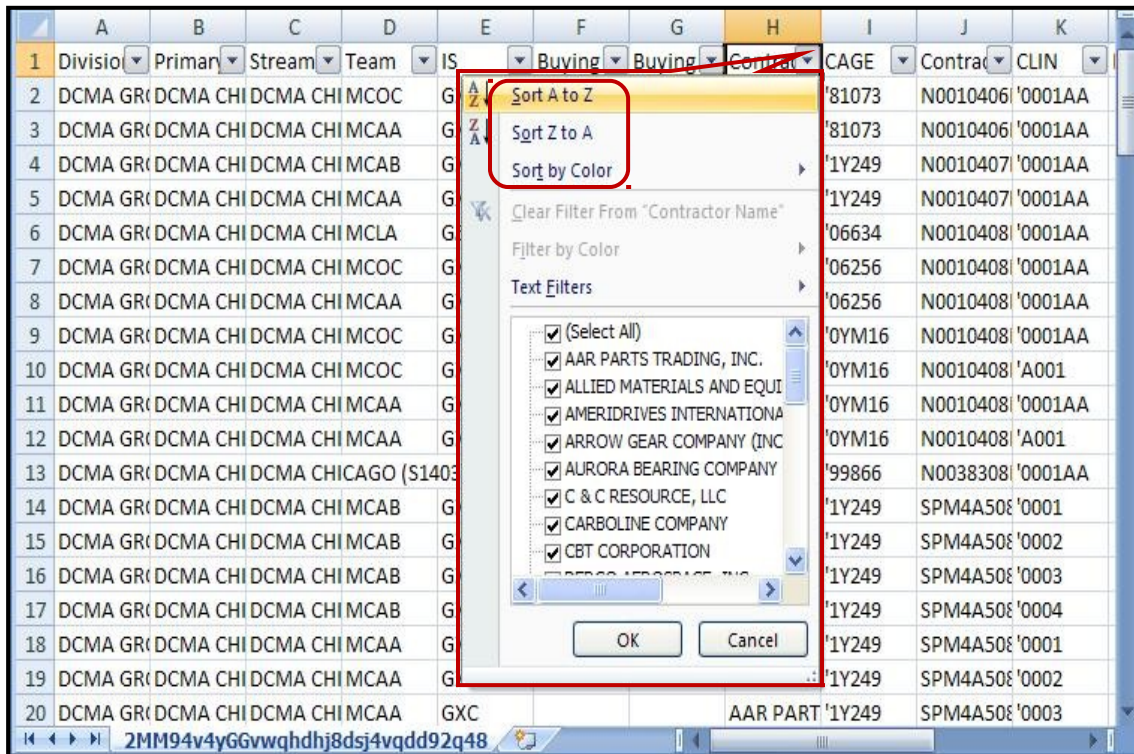
Topic Five - Drill-Through Report

Sort Drill-Through Report

Data may be sorted in ascending or descending order.

Sort Drill-Through Report (Graphic 1.3.5.7)

1. Click the  **filter arrow** button that appears in the column you wish to sort.
2. Click the **sort option** you wish to use.



Graphic 1.3.5.7: Sorting Data in Drill-Through Report

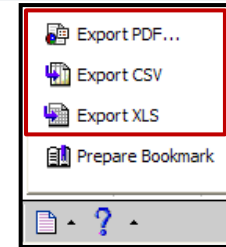
DCMA Topic Six – Sharing Cube Data

DEFENSE CONTRACT MANAGEMENT AGENCY

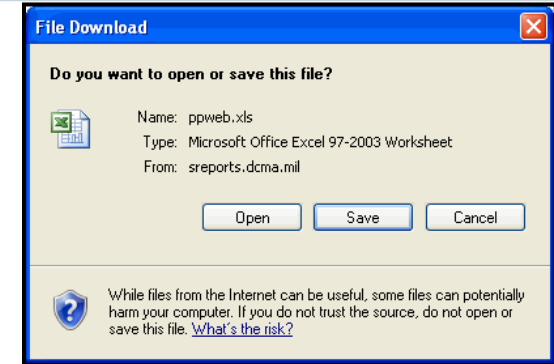
Exporting to File Formats

The data contained in the cube can be shared with others by exporting and saving it to a file. Export options are:

- PDF: save and print data; cannot manipulate data.
- CSV (comma-separated value): many applications can import this data format.

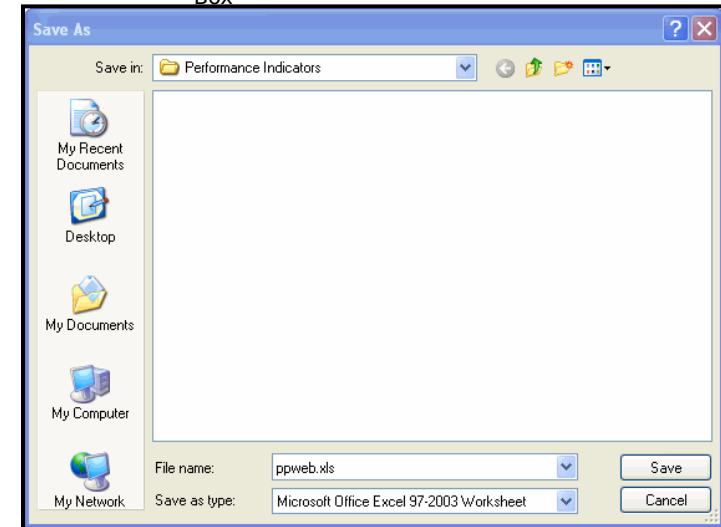


Graphic 1.3.6.1: File Download button



Graphic 1.3.6.2: File Download Dialog Box

Export to a File (Graphic 1.3.6.1 - 1.3.6.3)	
1.	Click the  File button on the cube view toolbar.
2.	On the menu that displays (Graphic 1.3.6.1), select Export PDF, Export CSV, or Export XLS.
3.	The File Download dialog box displays (Graphic 1.3.6.2). Click the Save button.
4.	The Save As dialog box displays (Graphic 1.3.6.3). <i>Type</i> a file name for the file, then <i>select</i> a location to save the file.
5.	Click the Save button.
6.	Launch the application for viewing the file, such as Adobe Acrobat or Excel.
7.	Open the exported file in the application.



Graphic 1.3.6.3: File Download Dialog Box

DCMA Topic Six – Sharing Cube Data

DEFENSE CONTRACT MANAGEMENT AGENCY

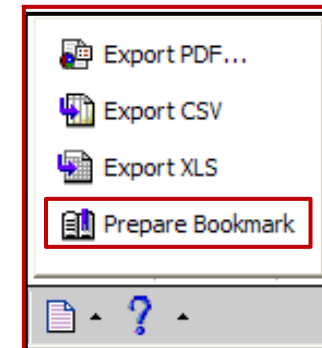
Preparing a Bookmark

One option for sharing data with others is to prepare a **bookmark**. Using the Prepare Bookmark option in the File Download menu displays the cube view with a web address that contains the dimensions and filters you used to select the cube view.

Add the bookmark to your web browser's Favorites list. Use the bookmark to send to others so that they can see the same cube view.

Export a CSV File (Graphics 1.3.6.4)

1. Click the  **File** button on the cube view toolbar.
2. On the menu that displays, *select **Prepare Bookmark***.
 - The page displays in a new browser window with a long URL
3. *Add the bookmark to your **Favorites***.
 - In Internet Explorer, press ALT+Z or click  icon
 - To send to others in your organization, copy the URL and paste the URL into an e-mail message or other communication



Graphic 1.3.6.4: Prepare Bookmark



Lesson Three Covered the Following Topics:

Topic One	Toolbar Overview
Topic Two	Viewing Chart Options
Topic Three	Swapping Columns and Rows
Topic Four	Zero Suppression
Topic Five	Drill-Through Report
Topic Six	Sharing Cube Data

Now that the training is complete, you should be able to:

- Filter, expand, collapse, and nest data so that you can see specific groups, time frames, contract information, or contractor information
- Drill down or go down a level to see details in the data
- Drill up or go up a level to see trends in data
- Create charts and use options to illustrate trends in data for use in reports
- Export data and share bookmarks with others so that they can use the information you prepared
- Drill through the data to see it in Microsoft Excel, where you can manipulate it using Excel tools